

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

1510 (935.MC) P

December 20, 2004

EMAIL TRANSMISSION – 12/20/04

Instruction Memorandum No. MT-2005-011

Expires: 9/30/06

To: State Management Team

From: State Director

Subject: Fiscal Year (FY) 2005 Deadlines for Submission of Purchase Requisitions

Purpose: The purpose of this IM is to establish FY2005 deadlines for submission of purchase requisitions in order for the procurement staffs to provide quality, timely services; meet the Associate State Director's goal that 40 percent of budgets are obligated by March 31, 2005; and 80 percent obligated by June 30, 2005; and accomplish the workload associated with the implementation of the Department of Interior's Financial Business Management System (FBMS). The above referenced percentages are based upon the budget units operational funding allocated to the types of acquisitions listed below.

This IM also establishes the deadlines for submitting construction contracts that require State Office Engineering review. It is recommended that you submit the draft contract to the State Office Engineering staff at least 3 weeks prior to the deadline dates shown below and in Attachment 1 (for contracts that exceed \$100,000). This should allow time for adequate review and editing. The State Office will provide the review and comments to the Field Offices within 10 working days from the time the contract is received in the State Office.

Following are the FY2005 deadlines for submitting purchase requests to the respective procurement staffs in the Montana/Dakotas:

<u>Type of Acquisition:</u>	<u>Deadline</u>	<u>ALT*</u>
<u>Goal - 40% obligated by March 31, 2005</u>		
Inter and intra Government Orders	2/14/05	4-6 weeks
New Assistance Agreements	2/07/05	7 weeks
Task Orders to existing agreements	3/01/05	4 weeks
Contracts between \$25,000 and \$100,000	2/07/05	7 weeks
Orders against an existing contract-technical & price	2/14/05	6 weeks
8(a) contract	3/07/05	3 weeks
Purchase Orders between \$2,500 and \$25,000		
(construction and services)	2/21/05	5 weeks
Purchase Orders between \$2,500 and \$25,000 (supplies)	3/07/05	3 weeks

<u>Type of Acquisition:</u>	<u>Deadline</u>	<u>ALT*</u>
<u>Goal - 80% obligated by June 30, 2005</u>		
Inter and intra Government Orders	5/16/05	4-6 weeks
New Assistance Agreements	5/09/05	7 weeks
Task Orders to existing agreements	6/01/05	4 weeks
Contracts between \$25,000 and \$100,000	5/09/05	7 weeks
Orders against an existing contract-technical & price	5/16/05	6 weeks
8(a) contract	6/06/05	3 weeks
Purchase Orders between \$2,500 and \$25,000		
(construction and services)	5/23/05	5 weeks
Purchase Orders between \$2,500 and \$25,000 (supplies)	6/06/05	3 weeks
<u>Goal - 100% by August 31 – Because of FBMS</u>		
Inter and intra Government Orders	7/18/05	4-6 weeks
New Assistance Agreements	7/11/05	7 weeks
Task Orders to existing agreements	8/01/05	4 weeks
Contracts between \$25,000 and \$100,000	7/11/05	7 weeks
Orders against an existing contract-technical & price	7/18/05	6 weeks
8(a) contract	8/08/05	3 weeks
Purchase Orders between \$2,500 and \$25,000		
(construction and services)	7/25/05	5 weeks
Purchase Orders between \$2,500 and \$25,000 (supplies)	8/08/05	3 weeks

* ALT = Acquisition Lead Time - The estimated time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals. The acquisition lead times are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead time may be required if this is not the case.

The attached Instruction Memorandum No. BC-2005-001 establishes the FY2005 deadlines for submission of purchase requisitions to the National Acquisition Division (BC-660), in Denver.

If you have any questions, please contact Mary Clark, Procurement Analyst, at (406) 896-5205, or Joyce Norris, Administrative Officer, at (406) 896-5184.

Signed by: Martin C. Ott

Authenticated by: Jennifer McKinley (MT-935)

1 Attachment

1-IM No. BC-2005-001 (2 pp)

Distribution w/attms.

Assistant Field Manager, Glasgow Field Station

Assistant Field Manager, Havre Field Station

United States Department of the Interior
BUREAU OF LAND MANAGEMENT
National Business Center
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Denver, Colorado 80225-0047

In Reply Refer To:
1510 (BC660) P

November 18, 2004

EMS TRANSMISSION

Instruction Memorandum No. BC-2005-001

Expires: 09/30/2006

To: All Washington Office Officials, State and Center Directors
Attn: All State Procurement Analysts

From: Director, National Business Center

Subject: Fiscal Year (FY) 2005 Deadlines for Submission of Purchase
Requisitions to the National Acquisition Division (BC-660)

Program Area: Acquisition

Purpose: The purpose of this IM is to accommodate planning for FY 2005 acquisitions. This information should be disseminated to all appropriate personnel. The National Business Center's National Acquisition Division has established the following deadlines for receipt of purchase requisitions. The Division cannot ensure that funding on purchase requisitions received after the deadlines will be obligated prior to the end of Fiscal Year 2005.

Policy/Action:

<u>Type of Acquisition:</u>	<u>Deadline</u>	<u>ALT</u>
Interagency Agreement under \$100,000	08/26/05	3 weeks
Purchase order under \$25,000	08/26/05	3 weeks
Order against an existing contract – price competition only	08/12/05	5 weeks
Purchase order over \$25,000	08/12/05	5 weeks
Interagency agreement over \$100,000	08/19/05	6 weeks
Commercial item under \$5,000,000 using simplified procedures	07/23/05	8 weeks
Order against an existing contract – technical and price competition	07/08/05	6-10 weeks
8(a) Noncompetitive contract	06/24/05	12 weeks
8(a) Competitive	06/03/05	15 weeks
Sealed Bid (Construction)	05/27/05	16 weeks
Negotiated Noncompetitive	04/29/05	20 weeks
Negotiated Competitive	03/18/05	26 weeks

Attachment 1-1

ALT = Acquisition Lead Time - The time required to process the acquisition from receipt of a complete acquisition package, including a purchase requisition, statement of work and all required approvals.

The deadlines and acquisition lead times above are under optimum conditions, assuming no clarification and/or revision of the procurement request is necessary. Additional lead-time may be required if this is not the case.

Budget Impact: Failure to submit purchase requisitions by the above deadlines may result in funds not being obligated, necessitating carryover.

Background: None

Manual/Handbook Sections Affected: None

Coordination: None

Contact: Please direct any questions to Ron Corsi, National Acquisition Division Chief, at 303-236-0226.

Signed by:
Thomas Boyd
Director, National Business Center

Authenticated by:
Kirsten Giddens
Procurement Technician

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